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] PROCEDURE: 3022]  
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DATA OPERATIONS

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] DATE: 02/24/98  
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] TITLE: Tape Management System  
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] Purpose ]  
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To keep records updated on magnetic tape media.

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] Definitions ]  
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Volume sequence: the order that the tapes of a set were created in.

Expiration date: date that a tape will expire e.g. 97180.

Out of Area Magnetic Tape Media: all magnetic tape media signed out to Data Operations users.

TMC: Tape Management Catalog. Master file that contains all dataset and tape volume information.

TMS: Tape Management System. TMS is a proprietary product of the University Computing Company. It is the software package that Data Operations has selected for managing tapes belonging to Data Operations

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] Target Dates and Due Dates ]  
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All target dates - The updating is to be done as soon as possible. The copies for the users are to be sent out each day.

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] TMS Update Form ]  
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This is to be used for every request of activity on tapes required by the Library.

The Librarian who processes the form will put her initials and the date in the box in the top right corner. The Librarian who checks the updat

form will put her initials above the box. Return the carbon copy to the department of origin and file the original. The original will be retained 18 months.

The update forms will be used for the following activities.

Add to TMC - primarily for updating information for magnetic tapes that are created outside TMS control.

- A. Under action check the box "Add to TMC."
- B. Write the job name on the line corresponding to "Job #".
- C. Write the data set name on the line corresponding to "DSN".
- D. Write the creation and expiration date under the appropriate section on the line corresponding to DSN.
- E. Write the volume serial numbers in the appropriate section.

Scratch DSN - used for scratching a tape volume or several tape volumes with the same data set name.

- A. Under action check the box "Scratch VSN."
- B. Write the data set name on the line corresponding to scratch.
- C. Write the volume serial numbers in the appropriate section.

Change - used for changing an expiration date, retention period (extending or shortening), changing data set names or changing volume sequence numbers.

- A. Under action check the box for "Change."
- B. Write the data set name on the line corresponding to DSN.
- C. Write the new expiration date under the section Expiration Date and on the line corresponding to DSN.
- D. Write the volume serial numbers in the appropriate section.
- E. If a change in volume sequence, indicate the volume sequence number beside each volume serial number.

Note: Reference Procedure 3009 "Tape and Cartridge Datasets" issued for requirements on proper expiration dates.

Sold - used when a tape is not to be returned to Data Operations within six months.

- A. Under action check the box "Sold".
- B. Write the data set name on the line corresponding to DSN.
- C. Write the volume serial number in the appropriate section.

Note: Cartridge data sets with volume serial numbers of 100001 through 112000 can not be sold from the Data Operations Tape Library. If you create data on a cartridge within this series that you want to sell, it will have to be copied with the first qualifier of the DSN 'E.' which pulls from a separate scratch pool for both 18 and 36 track cartridges.

When creating a 36 track output cartridge the JCL must be code UNIT=CRTLGR.

When creating a 18 track output cartridge the JCL must be code UNIT=C18MAN.

Reference Procedure 3009 "Tape and Cartridge Datasets" under sec "Cartridge Which Will be Sold or Signed Out".

Delete GDG - is used when a complete generation data group is to be deleted.

- A. Under action check the box for "Delete GDG."
- B. Write the data set name on the line corresponding to DSN.

Special save - for assigning an extended expiration date to a volume or volumes.

- A. Under action check the box for "Special Save."
- B. Write the data set name on the line corresponding to DSN.
- C. Write the new expiration date under the section expiration date and on the line corresponding to DSN.
- D. Write the volume serial numbers in the appropriate area.

Note: Reference Procedure 3009 "Tape and Cartridge Datasets" for requirements on proper expiration dates. All generation data groups (GDG) datasets are required to use 99000 for the expiration date.

Signed-out - sending a tape out-of-area to a special storage area or an outside agency.

- A. Under action check the box for "Signed-out."
- B. Write the data set name on the line corresponding to DSN.
- C. Write the volume serial numbers in the appropriate section.
- D. Write the out-of-area code in the appropriate area (See Section "The Keyword Section").
- E. If the tape is not to be returned, refer to "Sold".

Note: Cartridge datasets with volume serial numbers of 100001 through 112000 can not be signed out of the Data Operations Tape Library. If you create data on a cartridge within this series that you want to signout, it will have to be copied with the first qualifier of the DSN 'E.' which pulls from a separate scratch pool for both 18 and 36 track cartridges.

When creating a 36 track output cartridge the JCL must be code UNIT=CRTLRG.

When creating a 18 track output cartridge the JCL must be code UNIT=C18MAN.

Reference Procedure 3009 "Tape and Cartridge Datasets" under section "Cartridge Which Will be Sold or Signed Out".

If a state agency wants to give permission to another state agency to sign out a tape created by their job name, a letter stating this along with the data set name of the tape must be received by the Data Operations Tape Library. All tapes signed out must be returned to the Data Operations Library within six months or your agency will be billed.

Signed-in-used when returning a signed-out tape to the Library.

- A. Under action check the box "Signed-in."
- B. Write the data set name on the line corresponding to DSN.
- C. Write the volume serial numbers in the appropriate area.
- D. Return the tapes with the update form.

Multiple scratch - used for scratching several tape volumes with the same data set name.

- A. Under action check the box for "Multiple Scratch."
- B. Write "ALL" on the line corresponding to DSN.
- C. Write the volume serial numbers in the appropriate area.

Take to Vault - used when a tape without a vault pattern data set needs to be vaulted.

- A. Under action check the box "Take to Vault."
- B. Write the data set name on the line corresponding to DSN.
- C. Write the volume serial number in the appropriate section.

Bring from Vault - used when a tape without a vault pattern dataset needs to be returned from the vault.

- A. Under action check the box "Bring from Vault".

- B. Write the dataset name on the line corresponding to DSN.
- C. Write the volume serial number in the appropriate section.

#### TMS Special Expiration Keywords.

- A. 98000 Foreign tapes - not under TMS control.
- B. 98nnn Tape will be scratched nnn days after last use.
- C. 99000 Catalog control - MUST be used for AND ONLY for GDG's.
- D. Julian Date Tape will scratch the day and year requested

#### Expiration Dates Examples:

- A. Foreign tapes - Tapes that are not under TMS control must be code 98000. Tapes belonging to agencies other than Data Operations.
- B. 98nnn - where nnn is the number of days retained after the last time it is used. Programmer testing is an example of a need for this type of expiration date.
- C. The expiration date for GDG's is to be 99000.
- D. Have an actual expiration date such as 95180 or 1995/180.

#### TMS Department Codes.

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|-------------------------|------|
| Agriculture             | AGR1 |
| Alcoholic Beverages     | ALC1 |
| Attorney General        | ATG1 |
| Auditor                 | AUD1 |
| Commerce Commission     | COM1 |
| Computer Support Bureau | CSB1 |
| Cultural Affairs        | CUL1 |

Division of Criminal Investigation	DCI1
Employment Services (IWD)	EMP1
Economic Development Department	DED1
Education	EDU1
Information Technology	GEN1
Applications Systems and Programming (ASAP) Team	ASA1, ASA2, ASA3, ASA4
Communications Team	CMM1
Data Operations Team	DOS1
Technology, Education, and Consulting Team	TEC1, TEC2, TEC3
Governor	GOV1
Health	HEA1
Hygienic Lab	HYG1
Human Services	HSV1
Insurance	INS1
Iowa Department of Personnel	IDP1
IPERS	IPE1
Legislature	LEG1
Legislative Fiscal Bureau	LFB1
Lottery	LOT1
Management	MAN1
Natural Resources	NAT1
Public Safety	PSA1
Revenue and Finance	REV1
(Pre-Audit)	REV2

Secretary of State	SEC1
Transportation	DOT1
Treasurer of State	TRE1
Vault	VLT1,2,3
Voter Registration	VR01

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